

PrPL Meeting of the Board of Directors for January 27, 2021

The Zoom meeting was called to order by President F. Hylton at 9:07 A.M.

Present: F. Hylton, S. Holloway, S. Dolan, S. Drauschak, J. Antonio, B. Brogley, P. Whittaker, T. Iezzi

Absent: O. Boyer, J. Daniels, H. Chang

S. Holloway made a motion to correct and amend the minutes for December, 2020. P. Whittaker seconded the motion and it passed unanimously.

Committee Reports

Finance:

T. Iezzi (per H. Chang's email) asked the Board to remove M. Kehoe and D. Penrod as signatories from the Tompkins VIST account. L. Kraljevich was already removed, and J. Carraghan and M. Lipsky were already added as signatories.

ACTION

B. Brogley made a motion to remove M. Kehoe and D. Penrod as signatories from the Tompkins VIST account. S. Dolan seconded the motion and it passed unanimously.

F. Hylton thanked T. Iezzi for the "Profit & Loss Budget vs. Actual" report that H. Chang sent to the Board. F. Hylton will forward the "Profit & Loss Overview for 2021" that she received to Board members.

F. Hylton asked several questions about the PrPL audit, which was from 2019. B. Akins will continue to do the PrPL audit. Her suggestions from the 2019 audit were explained by T. Iezzi. The recommendation of using the tax exemption number at all stores is not easy because some stores require tax exempt orders to be placed online with a business account. This doesn't make sense, for example, when buying glue sticks at the Dollar Store. F. Hylton would like to ask the auditor several more questions. She will reach out to B. Akins.

Property

B. Brogley has agreed to chair this committee.

F. Hylton asked B. Brogley and he agreed to organize a work date to clean-up the flower beds in front of the Library.

Development

J. Daniels was asked to chair this committee and she is giving it serious thought.

Governance

S. Holloway is the chair of this committee.

S. Holloway said anyone is welcome to join the committee, especially Board members that are not on any other committee.

The committee asked H. Chang for goals for herself and goals for the Governance committee. H. Chang will present these at the February 10th meeting of the Governance committee.

The committee is looking for potential Board members, possibly but not limited to people with computer skills. Please reach out to the Governance committee if you have suggestions for potential Board members.

The committee needs to start on a new strategic plan for the PrPL. We will be reviewing the expired strategic plan and "A Library Board's Practical Guide to Strategic Planning" from ALA (American Library Association).

All Board members are encouraged to have library cards.

Board members who have not contributed to the gift card for Staff(\$25.00) for holiday gifts and/or books donated in honor of outgoing board members (\$4.00) may still do so by sending a check to F. Hylton at 222 Chestnut St. Pottstown, PA 19464.

All Board members need to sign a Conflict of Interest form. H. Chang sent a policy and form from MCLINC but the PrPL has its own Conflict of Interest policy and form that was passed by the Board in 2018. We will wait to see which one we are to sign. S. Holloway will check with H. Chang on the Conflict of Interest form.

Friends of the Library

F. Hylton reported that the Friends are having their annual membership drive. Forms to join the Friends were mailed and are also available on their Facebook page.

Director's Report

H. Chang was not able to join the Zoom meeting due to falling and injuring her ankle. She sent an email with information for the Board.

H. Chang will be doing an inventory of the library for her internship. It has been 10 years since the last inventory. She will also be doing one-on-one computer help for people and help others with resumes, job applications, and setting up emails. Her internship is a full semester – through May.

As per her email, H. Chang asked for a volunteer to work with the Donor Perfect program. We are paying for the program and we need to have data entered so an appeal letter can be sent in the spring. Webinars and tech support are available from the company. B. Brogley will talk to D. Penrod and ask her to continue as a volunteer working with the Donor Perfect program.

Our monthly Board meetings conflict with H. Chang's monthly MCLINC meetings. It was decided to change our PrPL meetings to the 4th Thursday of the month at 9 AM except for November and December which will be on the 3rd Thursday of the month. The next PrPL Board meeting will be Thursday, February 25 at 9 AM.

Old / New Business

F. Hylton shared a thank you note from P. and M. Murphy for offering curbside pick-up.

S. Dolan said thank you to M. Lipsky for a great job with the PrPL Facebook posts from elves to Bernie Sanders sitting on the library steps!

P. Whittaker asked if there was an easier way to donate books to the PrPL other than making an appointment. T. Iezzi pointed out that a staff member needs to be available to get the donations, the reason for an appointment. She also

pointed out that many Montgomery County libraries are NOT accepting donations or allowing appointments for browsing. PrPL is accepting donations, offering appointments for browsing, and curbside pickup.

P. Whittaker asked for an explanation of the reports about other libraries that H. Chang sent. The Governance committee had asked H. Chang to compile a report similar to one M. Kehoe used for monthly board meetings. T. Iezzi said she can help H. Chang with a monthly report about PrPL facts/statistics to share with the board which will also help at the end of year when compiling the report for the state. S. Holloway will send T. Iezzi several copies of reports prepared by M. Kehoe from past board meetings.

P. Whittaker raised a question about the PrPL sending weekly emails about books, programs, and events like she receives from the Phoenixville Library. It was suggested that maybe the Friends of the Library could send emails.

F. Hylton asked if a sentence could be added to the application for a library card, allowing the library to use patrons' emails for library business and our Annual Appeal. F. Hylton checked with K. DeAngelo, our Montgomery County District Consultant by email on Wednesday, January 27, 2021. K. DeAngelo confirmed the wording being used by Norristown Public Library and said our library does not need permission from anyone to place this on PrPL's application.

Below is the wording used by the Norristown Public Library:

"MC-NPL may send patrons information about programs, services, or resources. We will use your email only for library communications and not share it with any third party."

Opt-out: I do not wish to receive information about MC-NPL programs, services, or resources.

Adjournment:

P. Whittaker moved to adjourn the meeting. S. Holloway seconded the motion. The meeting was adjourned at 10:00 AM.